Job Aid: Checklist for Assembling Public Information Equipment & Supplies

Do you have systems and procedures for acquiring and maintaining:	Yes	No
A go kit for PIO use during an incident, including:		
▪ Laptop computer capable of linking to the Internet/e-mail.	☐	☐
▪ Cell or satellite phone; pager; PDA/palm computer with wireless e-mail capability.	☐	☐
▪ Digital camera, photo storage media, and charger/backup batteries.	☐	☐
▪ Flash drives, CDs, and/or disks containing the elements of the crisis communication plan (including news media contact lists, PIO contact lists, and information materials such as topic-specific fact sheets, backgrounders, talking points, and news release templates). REMEMBER: Redundancy is important in case the computer you are using doesn't have a USB port, CD, or floppy drive.	☐	☐
▪ Office supplies such as paper, pens, self-stick notes, etc.	☐	☐
▪ Manuals and background information necessary to provide information to the media and the public (e.g., your Smart Book).	☐	☐
▪ Hard copies of all critical information.	☐	☐
Equipment and supplies needed for a Joint Information Center, including:		
▪ Computers on LAN with Internet access and e-mail listservs designated for news media and partner entities.	☐	☐
▪ Laptop computers.	☐	☐
▪ Electric and manual typewriter(s) in case power outage or other problems interfere with computer/printer usage.	☐	☐
▪ Fax machine pre-programmed for broadcasting fax releases to news media and partner entities.	☐	☐
▪ Printers and copy machines, with supplies such as toner and paper.	☐	☐
▪ Paper shredder and trash bags.	☐	☐
▪ Televisions with access to cable hookups and VHS VCRs.	☐	☐
▪ Cell or satellite phones; pagers; PDAs/palm computers with wireless e-mail capability.	☐	☐
▪ Digital camera, photo storage media, and charger/backup batteries.	☐	☐
▪ Audio recorder and batteries.	☐	☐
▪ Flash drives, CDs, and/or disks containing the elements of the crisis communication plan (including media contact lists, PIO contact lists, and information materials such as topic-specific fact sheets, backgrounders, talking points, and news release templates).	☐	☐
▪ Office furniture/accessories such as desks, chairs, file cabinets, bulletin boards, white boards, trash cans, lights, in/out baskets, landline phones, clocks, large calendars, etc.	☐	☐
▪ Audio equipment and furniture necessary for conducting news conferences (e.g., wireless microphones, lectern, etc.).	☐	☐
▪ Office supplies (e.g., white and colored paper, pens, self-stick notes, folders, blank tapes, binders, overnight mail supplies, tape, poster board, erasable and permanent markers, chart paper, easels, staplers and staples, press kit folders, binders, computer disks/CDs, hole punch, organization logo on stickers, letterhead, postage stamps, etc.	☐	☐
▪ Manuals, directories, and background information necessary to provide information to the media and the public (e.g., your Smart Book).	☐	☐
▪ Hard copies of all critical information.	☐	☐

Notes: